



Greenwood County, SC

Job Description

FLSA: Non-Exempt	Exemption: N/A (Unique and specific examples may alter this designation. Affected employees will be notified by their supervisors).	
Class Title: Assistant Mechanic	Department: Public Works	
Pay Grade: 103	Revised: 7/1/15	

General Description

The purpose of this class within the organization is to service and maintain landfill equipment which includes bulldozers, compactors, scrapers, loaders, trucks, tractors and other light to heavy construction equipment. Completes accurate service and maintenance records.

Works under close supervision according to set procedures.

Duties and Responsibilities

The functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.

Essential Functions:

Routinely refuels and lubricates landfill equipment.

Cleans, repairs and services all equipment as needed.

Completes metal fabrication, modifications and repairs of collection boxes and equipment.

Assists and operates equipment in other areas as needed in the landfill.

Orders fuel, oil and parts as needed.

Additional Duties:

Supervises and transports inmate laborers.

Assists the general public when they come to the landfill.

Picks up supplies as needed for the landfill using county purchasing card.

Performs difficult repairs as needed.

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Performs related work as assigned.

Responsibilities, Requirements and Impacts

Data Responsibility:

Data Responsibility refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.

Compares or inspects data, people, or things against a standard.

People Responsibility:

People include co-workers, workers in other areas or agencies and the general public.

Follows instructions and orders of supervisor.

Asset Responsibility:

Assets responsibility refers to the responsibility for achieving economies or preventing loss within the organization.

Requires minimum responsibility for only small quantities of low cost items or supplies where opportunities for achieving economies or preventing loss are negligible.

Mathematical Requirements:

Mathematics requires the use of symbols, numbers and formulas to solve mathematical problems.

Uses addition and subtraction, multiplication and division and/or calculates ratios, rates and percentages.





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Communications Requirements:

Communications involves the ability to read, write, and speak.

Reads routine sentences, instructions, regulations, procedures or work orders; writes routine sentences and completes routine job forms and incident reports; speaks routine sentences using proper grammar.

Judgment Requirements:

Judgment requirements refer to the frequency and complexity of judgments and decisions given the stability of the work environments, the nature and type of guidance, and the breadth of impact of the judgments and decisions.

Responsible for very few decisions, affecting the individual, co-workers, and others who depend on the service or product; works in a very stable environment with clear and uncomplicated written/oral instructions.

Complexity of Work:

Complexity addresses the analysis, initiative, ingenuity, concentration and creativity, required by the job and the presence of any unusual pressures present in the job.

Performs routine work using common sense; requires little attention for accurate results.

Impact of Errors:

Impact of errors refers to consequences such as damage to equipment and property, loss of data, exposure of the organization to legal liability, and injury or death for individuals.

The impact of errors is minor – affects only those in immediate work area.





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Physical Demands:

Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.

Performs medium to heavy work that involves walking, standing, stooping, lifting, digging, pushing and raising objects and also involves exerting between 20 to 50 pounds of force on a regular and recurring basis and 50 to 100 pounds of force on an occasional basis.

Equipment Usage:

Equipment usage involves responsibility for materials, machines, tools, equipment, work aids, and products.

Handles or uses machines, tools, equipment or work aids involving moderate latitude for judgment regarding attainment of a standard or in selecting appropriate items.

Unavoidable Hazards:

Unavoidable hazards refer to the job conditions that may lead to injury or health hazards even though precautions have been taken.

Involves routine and frequent exposure to traffic; moving machinery.

Safety of Others:

*Safety of others refers to the level of responsibility for the safety of others, either inherent in the job or to ensure the safety of the general public. **(Does not include safety of subordinates)**.*

Requires some responsibility for safety and health of others and/or for occasional enforcement of the standards of public safety or health.

Minimum Education and Experience Requirements:

High School graduate or GED equivalent.

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Requires six months experience as a mechanic on heavy equipment OR an equivalent combination of education, training and experience.

Special Certifications and Licenses:

S.C. Commercial Driver's License (CDL)

Americans with Disabilities Act Compliance

Greenwood County is an Equal Opportunity Employer. ADA requires Greenwood County to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

